

Periodic report, they must do so for all personnel in the same paygrade who are normally evaluated by that reporting senior.

**3-8. Promotion/Frocking Reports**

a. Enlisted (E6 only). Normally, a promotion frocking report is not required except as noted in this paragraph. Always submit a Promotion/Frocking EVAL upon promotion or frocking to E7. The Promotion/Frocking report closes out the EVAL record in the lower paygrade. Enter the old rate in block 2, enter "SELECTED" in block 8, and show the ending date as the date prior to frocking (or promotion if not previously frocked). Do not submit a report when a frocked member is permanently promoted. The report may be Not Observed if it covers only a relatively short period.

b. Officers and Enlisted. Do not submit a promotion/frocking report for an officer or enlisted member who has been promoted unless the change in Periodic report dates will result in more than 15 months between Regular reports. In these cases, submit a Special report for the former grade/rate, ending on the day before frocking or promotion. (**Example:** An active duty O4 is frocked to O5 on 12 October 1996. The last report as O4 ended 31 October 1995 and first report as an O5 is not due until 31 August 1997, a period of 22 months. Submit a report with an ending date of 11 October 1996. Enter the grade as "LCDR," enter "SELECTED" in block 8, mark the report SPECIAL, and enter "FROCKING REPORT" at the top of block 41.)

**3-9. Special Reports**. Special reports are considered to be special occasions for Regular reports and must maintain Regular report continuity. State the justification for the Special report as the opening sentence of the comments. A report without this statement will be returned for correction. Circumstances under which Special reports may be submitted are:

a. Member Eligible for Promotion Selection Board

(1) Officers and CPOs. A new reporting senior who has not written an "Observed" report on a member may submit a Special report on an officer or CPO who is eligible before a promotion selection board if the individual has performed significant duties under that reporting senior for at least 3 months. A CO may not assign the member to a new reporting